
CYNGOR CYMUNED TONGWYNLAIS COMMUNITY COUNCIL



**Minutes of the ordinary Meeting held at
the Tanyard in compliance with the Local
Government and Elections (Wales) Act
2021**

Monday 30th Jan 2023 – 7.00pm

Chair Mike Jones-Pritchard announced that sadly two former Community Councillors had passed away recently since the last meeting had been held, Mike Griffiths and Brian Griffiths, both of whom had been long standing members of the Community Council and had made significant contributions over several decades. There followed a standing one-minute silence as a mark of respect.

1. Attendance

Community Councillors: Chair Mike Jones-Pritchard; Ceri Lane; Caryn Hill, Simon Underdown, Robert Wiseman, Graham Walters, Ana Waite, Owen Thomas, Linda Morgan

Clerk: Nadine Dunseath

SW Police: 2 PCSO representatives

2. Apologies

Cllr Linda Morgan (leaving early for choir rehearsal)

3. Declaration and Registration of Interest

None

4. Police Matters

Local PCSO's attended the meeting and reported crime figures for December and January as follows: -

ASB Related 0; Burglary (Commercial) 0; Burglary (Residential) 0; Criminal Damage 2; Criminal Damage (Vehicle Related) 0; Drugs Related 0; Suspicious Circumstances 1; Theft/Attempted Theft (General) 0; Theft/Attempted Theft from Vehicle 2; Theft/Attempted Theft of Vehicle 0; Abandoned animals 1.

SW Police reported they had increased proactive patrols around the Ironbridge Road and Fforest Farm area.

Cuppa with a Copper continues first Thursday of the month at Ton Thai and last Thursday of the month at Aion.

Police at Playtime continues at Tongwynlais Primary School and SW Police are working with the school on parking issues at drop off and pick up times.

5. MP, Senedd, County Councillors Matters

The local MP, Members of the Senedd and County Councillors did not attend the meeting. The Community Council agreed for the Clerk to progress matters as required and to include County Councillors in correspondence for reference.

(i) Coryton Interchange – AP Clerk to progress with responsible organisation over litter cleaning at Coryton Interchange.

(ii) Roads – Parking, Cleaning, Traffic Speed

SW Police were aware and were working with the Primary School regarding parking problems. Residents should contact the police if they see any parking on double yellow lines. Regarding Street Cleaning - Clerk has already requested street cleaners attend the village.

Regarding Traffic Speed – AP Clerk to request mobile speed cameras to attend the village

and to request with Cardiff Council if a permanent camera which alerts the speed of a vehicle could be positioned in the village. AP Clerk to obtain prices for a camera.

(iii) Council Estate Housing

Cllr Walters raised concerns over the condition of some properties particularly regarding removal of waste from gardens. AP Cllr Walters to provide further information to the Clerk for her to raise with the relevant organisation.

(iv) Tree at Catherine Drive

Clerk has already contacted Cardiff Council regarding ownership of tree which is believed to be on private land.

6. Public Session

No local residents attended the meeting.

7. Matters arising from the Public Session

No matters arising from the public session.

8. Consideration & Approval of the minutes of the Ordinary Meeting on 28th November 2022

Council members approved the minutes of the Ordinary Meeting on 28th November 2022.

Council resolved to approve the minutes of the Ordinary Meeting on 28th November 2022.

9. Matters arising from the minutes and any remaining business from the meeting.

(i) To consider prizes for Christmas competition winners

Council agreed to provide a voucher for a meal for 4 at the Lewis Arms to the winner of the Best Dressed House competition. Congratulations to 21 Castell Coch View.

AP Chair to discuss voucher with Lewis Arms.

Council agreed to engrave the Christmas plaque with the winner for Best Dressed Street. Congratulations to the Square. AP Clerk to arrange for plaque to be engraved.

(ii) To consider letter of thanks for volunteers re: Christmas Trees

Chair reported that a letter of thanks had already been provided to the local business who helped with the removal of the trees but asked for this to be added to the website and facebook page.

(iii) Cllr photos & bio for website

Chair thanked those who had already provided this information and a reminder to others to send the information through to Cllr Waite who would update the website.

(iv) Training

Code of conduct training was recently attended by the majority of council members and the Clerk had provided dates to others for future training sessions. Chair reminded members that Code of Conduct training was a mandatory requirement.

(v) Future Projects

Clerk circulated a template of future projects for Councillors to consider dates when to complete, costs, and who would be involved.

a) Keep Wales Tidy had provided the raised beds, compost, and plants for the wildlife garden. Cllr Wiseman reported he had arranged with volunteers from the historical society to begin trimming back the undergrowth at Merthyr Road gardens on Sunday 5th February at 10.30am. AP Cllr Waite to publicise on social media.

b) Cllr Underdown had volunteered to draft a litter policy. AP Cllr Underdown

c) Chair requested the Clerk draft a lettings policy in time for the February meeting. AP Clerk.

d) Council agreed to add an agenda item to the February meeting to discuss the Kings Coronation and it was suggested to engage with the community on how they would like to celebrate.

e) Clerk had circulated ideas for a newsletter. Chair reminded Councillors to forward any ideas through to the Clerk to be included in the newsletter.

f) Chair advised that a quote was required to check the hanging basket brackets and replace any as required.

g) Cllr Morgan provided feedback on the Christmas hampers that 35 hampers had been delivered and she thanked the Community Council for their donation towards costs.

h) Cllr Morgan requested the Council considered funding the summer festival senior citizens

tea party as they had in previous years. Cllr Morgan advised that the festival was planned to take place this year from 23rd June to 1st July.

As Cllr Morgan needed to leave the meeting early, she commented on agenda item 13.vi time of meetings and requested consideration of starting the meetings earlier or to be held on a different evening to allow her to fully attend.

Cllr Morgan left the meeting.

10. Clerk's Report of correspondence

The Community Councillors congratulated the Clerk for recently passing the Certificate in Local Council Administration (CiLCA).

JANUARY 2023

Christmas Shield - *The best dressed street Christmas shield has been updated with the winner for 2021 and the cost was less than expected at £5 for the engraving as opposed to the quoted price of £7.50.*

Overgrowth Wyndham Street – *Cardiff Council attended on 13th December to remove the overgrowth on the verge, with a contractor arranged to begin spraying on the knotweed on the verge in the Spring.*

Fence by Recreational field – *Following a resident concern of the spacing in the fence alongside the feeder ditch adjacent M4 and recreational field, Cardiff Council were contacted asking if additional barriers could be positioned to prevent small dogs falling into the ditch. Cardiff Council have advised this is SWTRA responsibility but requested any remedial works still allow the wildlife corridor. Clerk has contacted SWTRA who would like to arrange a site visit.*

Lamppost Merthyr Rd – *Cardiff Council working with Centregreat have removed the redundant lamppost adjacent to the Church on Merthyr Rd.*

Defibrillators – *Clerk has completed the quarterly check of the Community Council defibrillators and updated the Welsh Ambulance Service Database The Circuit that both are working.*

Tanyard – *It was reported to the Clerk that the ladies toilet seat is not fitted to the toilet. Clerk has arranged for a new seat with the correct fittings to be installed. Cardiff Libraries Health and Safety Representative has tested the smoke alarms and emergency lighting and confirmed all is in working order.*

Conservation Projects – *Clerk has received a quotation from a local conservation volunteer group for assistance with outdoor projects such as litter picking, scrub clearance, dry stone walling, coppicing, step repairs, removing invasive species, pond clearing or hedge laying.*

Annual Audit – *Clerk advises that the Community Council will be required to complete a more in-depth transaction-based audit for this financial year which may see a higher fee paid to Wales Audit Office. Details of the requirements should be received before the financial year end.*

Councillor Remuneration – *All Councillors are entitled to an annual allowance of £150 (or pro-rata if joined during the financial year). Councillors are to receive their allowances as part of the March monthly payment schedule. If any Councillor does not wish to receive their annual allowance, they must let the Clerk know in writing ahead of the March Council meeting. For info, it is a statutory requirement on the Community Council to publish details of remuneration whether claimed or otherwise.*

Updates from November Meeting

Item 9.ii Allotment shed roof panel – *Chair has advised that the allotment shed may also require some building work to repair a wall and quotations are to be sought. A local builder has expressed an interest in providing a quotation.*

Item 12 – Ash tree *A contractor has attended the allotments site and advised the ash tree does not require felling at this stage. They have advised an annual tree survey should be completed. Clerk has arranged quotations as per financial regulations for survey, a further quotation has been received to fell the ash tree.*

Item 12 Coryton Interchange – *Correspondence from SWTRA has been forwarded to Cardiff Council asking for confirmation of responsibility.*

SWTRA have advised they will be inspecting the Coryton Interchange to determine land ownerships to arrange removal of disused road signs.

Item 12 Ironbridge Road *Regarding lights on A470 underpass – Cardiff Council have taken ownership*

of the lights and upgraded them to LEDs which will be on during the daytime as well as the night. One light is currently not working which has been reported.

Item 12 One Voice Wales Code of Conduct Training. This was arranged for Thursday January 19th 2023. Clerk has provided dates of further training sessions for those who were unable to attend.

Item 12 Mill Road. Following resident concerns of speed on Mill Road, Cardiff Council have advised that any enforcement required is a matter for the Police. They are currently not in a position to implement any traffic calming but will be monitoring the speeds in 20mph zones.

Item 13.ii Tanyard Keys – A safe key box with a spare set of keys has been installed for Tanyard bookings, but keys will only be left when needed and the code for the box will be regularly changed.

Item 13.iii Tanyard Window Cleaner The new contractor has been appointed with the first clean arranged for Thursday 26th January.

Item 14.ii Local Places for Nature The Community Council have been successful in the grant application from Keep Wales Tidy for a wildlife garden pack for Merthyr Road to be placed behind the bus stop. A letter will be sent to residents situated close to the garden advising them of the intended works.

Item 17.iv Poppies Royal British Legion have confirmed that lamppost poppies are available to be ordered with a delivery lead time of approximately 1 week.

Mrs Nadine Dunseath
Clerk to the Council

(i)Matters Arising from the Clerk's report

Re: Poppies -Council agreed to order 20 additional lamppost poppies. *AP Clerk to order*

Re: Cllr remuneration – Council agreed for the Clerk to write to former Council members who had left during the financial year to advise they were entitled to a pro-rata allowance.

Re: Christmas Lights – Chair suggested contacting the village hall committee to ask if they would like the light on the hall left up all year to use for other events.

Re: Drain Ironbridge Rd – Cllr Wiseman advised that a drain on Ironbridge Road under the A470 underpass was blocked which had been confirmed during a recent visit from Welsh Water. *AP Clerk to contact Cardiff Council.*

11. Financial Matters – To receive the Finance report for January

Clerk presented the financial report for January to the Community Council with expenditure as follows: -

Expenditure

Blackwood Fire	BACS	-125.37
Staff Wages & Expenses & Back Pay Award Nov	BACS	-838.30
Calon Hearts Defibrillator Cabinet	BACS	-558.00
Safe Key Box	BACS	-13.75
Christmas Lights	BACS	-185.94
Christmas Shield Engraving	BACS	-5.00
Opus Energy Gas Nov	dd	-97.21
Opus Energy Electric Nov	dd	-73.43
H&N Cleaning 11Nov - 9Dec	BACS	-144.00
Staff Wages & Expenses Dec	BACS	-483.38
HMRC PAYE Q3	BACS	-355.80
Castlecare - xmas tree timers & keys	BACS	-68.00
H&N Cleaning 9Dec-6Jan	BACS	-144.00
Opus Energy Gas Dec	dd	-96.42
Opus Energy Elec Dec	dd	-90.79

(i)Approval of Payments to be made

Clerk reported that payments to be made in January as follows: -

End of Month Payments to be approved: -

Staff Wages & Expenses Jan	-576.66
SLCC Clerks Annual Membership (1/3rd shared cost)	-63.58
Annual Insurance Cover	-1378.65
Welsh Water - 6 monthly bill	-102.68
Tanyard toilet seat	-16.98
Tanyard Hand towels	-8.99
Christmas Lights	tbc
H&N Cleaning 6Jan-29Jan	-144
Window Cleaning	-20
Boiler Repair	-90

Community Council approved the payments to be made.

(ii) To consider and approve insurance quotation

Chair advised that the previous insurance policy had contained some errors which had been resolved. The quotation for this year's insurance was £1378.65.

Community Council approved the insurance policy renewal

(iii) To consider tree survey quotations

Chair advised that as the Community Council owned a small woodland area there was a responsibility to manage the woodland and had requested quotations for tree surveys. Clerk reported she had contacted 5 local companies to acquire tree survey quotations, but only 2 had been received. Both quotations were identical in terms of cost and service provided. Council agreed for Chair and Clerk to determine who to appoint.

Council resolved to appoint a contractor to complete a survey at a cost of £680.

Clerk reported that a quotation had been received to fell an ash tree at the allotments, however a separate company had advised felling was not a necessity at this stage.

(iv) To consider electrician quotation re defib cabinet installation.

Clerk had received one quotation from a qualified electrician to install the defib cabinet on the front of the Tanyard. Council agreed that comparable quotations should be provided but agreed in principle to appoint an electrician up to a maximum of £380.

(v) To consider Q3 Actual vs Budget report

Clerk circulated a report to show actual costs against budget for Q3 of the financial year and had highlighted some budget lines to review and reconsider to ensure no overspend by the year end in compliance with financial regulations.

Council resolved to amend budget lines as recommended by the Clerk.

(vi) To consider Q3 Bank Reconciliation

Clerk circulated the Q3 bank reconciliation which was agreed and approved by Cllr Lane as per financial regulation requirements.

(vii) To consider funding for the Historical Society

Cllr Wiseman provided a brief outline of a new project the historical society wishes to complete to provide history noticeboards in the village. He asked the Community Council to consider a financial contribution towards the project. Chair requested that a detailed request is submitted by the historical society to outline expected costs for the project.

(viii) To consider phone purchase for Clerk

Chair advised that currently the Clerk has been using a personal phone for council business and proposed the Council considers the purchase of a council phone for the Clerk.

Council resolved to purchase a phone and contract for the Clerk up to a max of £25 per month.

AP Clerk to research phone contracts.

(ix) To consider and approve the final budget for 2023-24.

Chair and Clerk had completed a proposed budget for the 2023-24 financial year and circulated this to all council members. The proposal maintains the current precept requirement with no increase to the homeowner. The budget requirement would be met from council reserves but ensuring a reserve fund is maintained at the required level. Chair advised if less income is received during the year than anticipated, expenditure would be reduced accordingly by reconsidering projects.

Council resolved to approve the final budget for 2023-24

(x) Signing of the Precept Request.

Council resolved to make a precept request for the 2023-24 financial year at £24500

The precept request form was signed. *AP Clerk to submit to Cardiff Council.*

12. Planning Matters – No new or determined applications for December/January

Chair reported that a planning application had been submitted to Cardiff Council in November that the Community Council were not notified about for a 22-bed extension at the Holiday Inn and advised the details could be found online.

13. Councillors Reports.

(i) Keep Wales Tidy Hub – update from Chair (MJP)

Chair reported he had arranged a meeting at the Tanyard with Keep Wales Tidy on Wednesday 1st February to discuss the possibility of establishing a litter picking hub to which all Council members were welcome to attend. Council agreed in principle of establishing a litter picking hub. It was suggested a terracycle pod could be considered for the Tanyard. Cllr Waite advised that a recycling day was being arranged at the village hall involving Cardiff Council and Wales & West. She asked about intended dates for Cardiff to have segregated waste collections. *AP Clerk to enquire with Cardiff Council.*

(ii) Feedback from One Voice Wales meeting (CL)

Cllr Lane circulated information following a presentation at the recent One Voice Wales meeting by Draethen Community Council.

She reported that One Voice Wales had offered help and support to community councils in using the finance and governance toolkit. Chair asked the Clerk to provide a brief talk at a future meeting. *AP Clerk*

Cllr Lane reported that One Voice Wales were enquiring if councils had received the past two years external audit reports. Clerk advised the report for 2020-21 had been received following her request to Wales Audit Office, but the 2021-22 report had not yet been provided.

Cllr Lane advised the next One Voice Wales meeting would be held in person at Cowbridge on 24th April, but she would be unable to attend. She recommended a second Council representative was appointed. Cllr Hill volunteered as a One Voice Wales representative. This was supported by Chair Mike Jones-Pritchard and seconded by Cllr Underdown.

(iii) School Governors

Cllr Waite reported that a new Executive Headteacher had been appointed to the Peartree Federation Primary Schools of Coryton and Tongwynlais, Mr Gareth James, who was currently the Executive Deputy Headteacher. She commented that he was very competent and brought value to the schools. He will begin his role in April following the retirement of Mrs Phillips. Cllr Waite advised that the Governors and PTA were putting together gifts for Mrs Phillips' retirement.

(iv) Time of Meetings

Following the request earlier in the meeting from Cllr Morgan to consider the timing or day of council meetings, Council agreed to commence the meeting at 6.30pm on a Monday on a trial basis.

14. Any urgent matters for information only

Cllr Waite advised she had been in contact with the Independent Living Services who would like to provide a talk to the Community Council. All agreed to extend an invitation for the next meeting in February.

Cllr Walters reported that the football club were considering demolishing the shelters at the football ground and noted that the Community Council had provided a grant to help towards the building costs.

Chair thanked everyone for attending the meeting and advised the next meeting would be held on Monday 27th February at 6.30pm.